

***NATIONAL WEATHER SERVICE INSTRUCTION 1-204
JANUARY 19, 2004***

***Administration and Management NWSPD 1-2
Delegation of Authority***

DELEGATION OF AUTHORITY FOR TRAVEL

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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Chief Financial Officer/Chief Administrative Officer	

Delegations of Authority for Travel

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1. Introduction: This directive prescribes delegation of authority for domestic, foreign and permanent change of station travel for the National Weather Service (NWS). Special circumstance travel such as Invitational Travel and Actual Expense Travel is addressed in item 3. This directive documents delegations for all types of travel as specified in the NOAA Travel Handbook and Federal Travel Regulations.

2. Authorizing Officials: An authorizing official has the authority to authorize the obligation of funding and approve the travel itself as being in support of the NWS mission. An approving official has the authority to approve travel vouchers after the initial travel has been authorized.

3. <u>AREA OF DELEGATION</u>	<u>AUTHORIZING OFFICIAL</u>
Foreign Travel Orders	Assistant Administrator (AA) Deputy Assistant Administrator (DAA) Chief Financial Officer/Chief Administrative Officer (CFO/CAO) Chief Information Officer (CIO) Directors NWS Financial Management Centers (FMCs) Director of the Office of Strategic Planning and Policy, NWS
Premium Class Accommodations Extra-fare train service	AA, DAA
Actual Expense Travel Domestic/Non-Foreign Invitational Travel Domestic/Non-Foreign Blanket Travel	AA/DAA Director's All NWS HQ Offices Director's All NWS Regions, NCEP Director, NWS Training Center Director, NWS National Data Buoy Center
Domestic (except group) Travel Orders Permanent Change of Station (PCS) Travel Orders Amendments Revocations	AA/DAA CFO/CAO Chief Information Officer (CIO) Chief, International Activities Office International Activities Officer, Equal Employment Opportunity Manager, Directors, All NWS Headquarters Offices Directors, All NWS Regions Deputy Directors, All NWS Regions All NWS Executive Officers/Chiefs Resource Management All NWS Headquarters Division Chiefs Director, National Centers for Environmental Prediction (NCEP) Director, NCEP Director, NWS Training Center Director, National Data Buoy Center
Domestic Travel Orders Amendments Revocations	NCEP Center Directors/Deputy Directors Chiefs, all Divisions, NWS Regions, and MICs/HICs. Delegation from a Regional Director/NCEP director required.

4. Special Circumstance Travel: Certain types of travel require approval by a level higher than the normal authorizing official. For domestic group travel, memoranda of request for groups of twenty or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be approved by the Deputy Under Secretary of NOAA or their designee. For foreign group travel, memoranda of request for groups of ten or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee. Refer to the DOC and NOAA Travel Handbook, and Federal Travel Regulations for more detailed information. Group travel requests must be submitted to the NWS Comptroller Division for consolidation and forwarding for NOAA level approval. Specific guidance for group travel is provided quarterly by the Comptroller Division.
5. Approval of Travel Vouchers: Generally, the approval of travel vouchers is delegated to the supervisor of record. This approval is contingent on the authorization of the travel order by an official listed in the table above.